



## My IA Career

## Develop Self

## Develop Others

**PREPARE** for your long-term career at IA by establishing career goals based on your work interests and work environment preferences.

**EXPLORE** the jobs that match your personal profile and find additional engaging career opportunities that may interest you.

**PLAN** your career by identifying the actions you'll need to take to reach your long-term career goals.

**DEVELOP** the knowledge, skills and experience needed to reach the long-term goals you identified in your career plan.

**ACHIEVE** your career goals and celebrate your successes.



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## Career Path

**Leading and Managing Organizations**

**Executives**

- Entrepreneurship
- External Awareness
- Strategic Thinking
- Accountability
- Vision

**Leading and Managing Programs**

**Managers & Supervisors**

- Strategic Thinking
- Accountability
- Conflict Management
- Human Capital Management
- Team Building

**Leading and Managing Staff**

**New Supervisors**

- Strategic Thinking
- Accountability
- Conflict Management
- Human Capital Management
- Team Building

**Investing in Yourself**

**All Employees**

- Continual Learning
- Professional Development
- Leadership Skills
- Strategic Thinking

**Learning Your Role**

**New Employees**

- Interpersonal Skills
- Communication Skills
- Problem Solving Skills
- Technology Skills
- Basic Skills Refresher
- Onboarding / HR

## Competencies



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Take advantage of the following resources to identify where, when, and how to develop your career.

### DOI Learn

- The DOI Learn learning management system allows each bureau and office to manage and deliver competency-based curriculum and development, and documents the learning activities of each employee.
- To access DOILEARN, please visit:  
<http://www.doi.gov/doilearn/index.cfm>

### Mandatory Training

- Mandatory training is identified as critical to the development of employees to carry out the mission of the Department, mandated by statute or required by Departmental policy, and must be completed within the required timeframes.
- To access the Mandatory Training site, please visit:  
<http://www.bia.gov/careerdevelopment/mtrain/index.htm>

### SkillSoft

- SkillSoft Online Learning Library is now available at no charge to IA employees through DOI Learn. SkillSoft's library of over 1,100 online courses is available 24/7 and covers a wide range of topics.
- To access the SkillSoft Online Learning Library, please visit:  
[http://www.doi.gov/doilearn/skillsoft\\_info.cfm](http://www.doi.gov/doilearn/skillsoft_info.cfm)



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## New Employees: Learning Your Role

	Core Competencies	Learning Experiences	Courses	Length	Timeframe
New Employees	<ul style="list-style-type: none"><li>— Interpersonal Skills</li><li>— Communication Skills</li><li>— Problem Solving Skills</li><li>— Technology Skills</li><li>— Basic Skills Refresher</li><li>— Onboarding / HR</li></ul>	<ul style="list-style-type: none"><li>— Developing an IDP with your Supervisor</li><li>— Engaging in cross training within your program</li><li>— Utilizing DOI Learn to expand knowledge</li><li>— Participating in external education and training opportunities</li></ul>	Elective online courses from <b>Professional Effectiveness</b> <a href="#">Skillsoft</a> curriculum	Varied	
			Elective online courses from <b>Desktop Skills</b> <a href="#">Skillsoft</a> curriculum	Varied	
			Federal Information System Security Awareness	1.5 hours	Once upon hire, then annually
			Ethics Statutes, Regulations, and Policies	1 Hour	Once within 90 days of hire
			Maintaining a Drug Free Work Place	½ Hour	Once
			Orientation to the Constitution	½ Hour	Once upon hire, then annually
			New Employee Safety Orientation	1/2 Hour	Once, Within 90 days of hire
			Ethics Statutes, Regulations, and Policies	1 Hour	Once within 90 days of hire

It's never too early to focus on the next step in your career.



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## All Employees: Investing in Yourself

	Core Competencies	Learning Experiences	Courses	Length	Timeframe
All Employees	<ul style="list-style-type: none"><li>Continual Learning</li><li>Professional Development</li><li>Leadership Skills</li><li>Strategic Thinking</li></ul>	<ul style="list-style-type: none"><li>Developing an IDP with your Supervisor</li><li>Engaging in cross training within your program</li><li>Utilizing DOI Learn to expand knowledge</li><li>Participating in external education and training opportunities</li></ul>	Elective online courses from <b>Professional Effectiveness</b> <a href="#">Skillsoft</a>	Varied	
			Discrimination and Whistle Blowing in the Workplace	1 Hour	Every 2 Years
			Ethics Statutes, Regulations, and Policies	1 Hour	Annually
			Federal Information System Security Awareness	1.5 Hours	Annually
			Orientation to the Constitution	½ Hour	Annually

Your career is more than just a job you have today - it's about where you're headed and the steps you'll take to get there.



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## Creating an Indian Affairs Individual Development Plan (IDP)

### What is an Individual Development Plan (IDP)?

An IDP is a tool developed to assist employees in mapping their career goals and personal development.

Creating and maintaining an IDP is a critical first step in taking ownership over your career.

Indian Affairs Individual Development Plan				
Plan Performance Year _____				
Employee's Name	Position Title/Grade	Office Phone	Office Fax	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Office Fax	Email Address
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Career Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.,)	Proposed Dates	Estimated Costs	Date Completed
Notes:		Employee's Signature/Date		
		Supervisor's Signature/Date		

### When preparing an IDP, it is important to:

- ✓ Write specific, challenging, and meaningful descriptions of goals
- ✓ Align IA training options with your developmental needs
- ✓ Set key milestones
- ✓ Create realistic timelines for the completion of goals



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## New Supervisors: Leading and Managing Staff

	Core Competencies	Learning Experiences	Courses	Length	Timeframe
New Supervisors	<ul style="list-style-type: none"><li>— Strategic Thinking</li><li>— Accountability</li><li>— Conflict Management</li><li>— Human Capital Management</li><li>— Team Building</li></ul>	<ul style="list-style-type: none"><li>— Completing a 360 degree assessment and obtain / review results</li><li>— Developing an IDP based on the results of the 360 degree assessment</li><li>— Engaging in self directed learning through books, webinars, and / or seminars</li><li>— Continue utilizing DOI Learn to expand knowledge</li><li>— Participating in external education and training opportunities</li></ul>	<b>DOI One Supervisory Course</b>	<b>80 Hours</b> (40 online + 40 classroom)	<b>Once within first year as supervisor</b>
			Elective online courses from <b>Management and Leadership</b> <a href="#">Skillsoft</a> curriculum	Varied	
			Government Charge Card Business Line Training	½ - 1.5 Hours	Once
			Government Charge Card Approving Official Training	1 Hour	Every 3 Years
			Safety Training for Supervisors, Managers, Executives	1 Hour	Annually
			EEO Training for Supervisors / Managers	4 Hours	Annually
			Diversity for Supervisors / Managers	4 Hours	Annually
			Uniformed Services Employment and Reemployment Rights Act (USERRA)	½ Hour	Annually
			Hiring Reform	½ Hour	Once



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## Managers & Supervisors: Leading and Managing Programs

	Core Competencies	Learning Experiences	Courses	Length	Timeframe
<b>Managers and Supervisors</b>	<ul style="list-style-type: none"><li>— Strategic Thinking</li><li>— Accountability</li><li>— Conflict Management</li><li>— Human Capital Management</li><li>— Team Building</li></ul>	<ul style="list-style-type: none"><li>— Completing a 360 degree assessment and obtain / review results</li><li>— Developing an IDP based on the results of the 360 degree assessment</li><li>— Engaging in self directed learning through books, webinars, and / or seminars</li><li>— Continue utilizing DOI Learn to expand knowledge</li><li>— Participating in external education and training opportunities</li></ul>	<b>Supervisory Refresher Course</b>	<b>40 hours</b>	<b>Every 2 Years</b>
			Elective online courses from <b>Management and Leadership</b> <a href="#">Skillsoft</a> curriculum	Varied	
			Government Charge Card Business Line Training	½ - 1.5 Hours	Once
			Government Charge Card Approving Official Training	1 Hour	Every 3 Years
			Safety Training for Supervisors, Managers, Executives	1 Hour	Annually
			EEO Training for Supervisors / Managers	4 Hours	Annually
			Diversity for Supervisors / Managers	4 Hours	Annually
			Uniformed Services Employment and Reemployment Rights Act (USERRA)	½ Hour	Annually





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## Executives: Leading and Managing Organizations

	Core Competencies	Learning Experiences	Courses	Length	Timeframe
Executives	<ul style="list-style-type: none"><li>— Entrepreneurship</li><li>— External Awareness</li><li>— Strategic Thinking</li><li>— Accountability</li><li>— Vision</li></ul>	— Complete a yearly EDP	Elective online courses from <b>Management and Leadership</b> <a href="#">Skillsoft</a> curriculum	Varied	
		— Participating in executive-level task force committee meetings	Safety training for Supervisors / Managers / Executives	1 Hour	Annually
		— Engaging in self directed learning through books, webinars, and / or seminars	EEO Training for Supervisors / Managers	4 Hours	Annually
		— Continue utilizing DOI Learn to expand knowledge	Diversity for Supervisors / Managers	4 Hours	Annually
		— Participating in external education and training opportunities	Hiring Reform	½ Hour	Once
			OPM Interagency SES Orientation	16 Hours	Once
			SES Professional Development as Identified in the Approved Executive Development Plan	Varied	Annually

A strong organization is equipped with educated staff, supervisors, and leaders. As Indian Affairs promotes the growth of it's employees, it is vital for our Executives to also continue to engage in professional development activities.



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## What is an Executive Development Plan?

An EDP is used to outline a senior executive's short-term and long-term developmental activities which will enhance the executive's performance.

These developmental activities included in an executive's EDP should allow the executive to develop a broader perspective in the agency as well as Government-wide.

Activities should meet organizational needs for leadership, managerial improvement, and results.

EDPs should be reviewed annually and revised as appropriate by an Executive Resources Board or similar body designated by the agency to oversee executive development.



## The Department of the Interior Executive Development Plan FY20\_\_



The Executive Development Plan serves as the blueprint for all short-term and long-term developmental activities to enhance an executive's performance. Developmental activities should develop a broader perspective and deeper knowledge of the Executive Core Qualifications (ECQs), the Department of the Interior, and the Federal government. Plans shall be updated annually.

### *ECQs for Executive Performance*

**Leading Change:** Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**Leading People:** Conflict Management, Leveraging Diversity, Developing Others, Team Building

**Results Driven:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**Business Acumen:** Financial Management, Human Capital Management, Technology Management

**Building Coalitions:** Partnering, Political Savvy, Influencing/Negotiating

a. Name:

b. Position Title:

c. Bureau/Office:

d. Learning Goals

*Developmental goals to support the achievement of your Performance Plan*

e. Formal Training

*Courses, seminars, educational programs, degree/certificate programs*

f. Informal Activities

*Book clubs, speaker forums, conferences, inter-bureau initiatives, peer coaching, leadership circles*

g. Developmental Activities

*Details/rotational assignments, task force, inter-bureau/agency initiatives*

Employee signature:

Date:

Supervisor signature:

Date:

Executive Resource Board Member signature:

Date:



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### **How can I help other employees develop their career?**

By encouraging employees to utilize the variety of online resources, tools, and tutorials available to them, IA Supervisors, Managers, and Executives provide employees with the opportunity to explore options, assess their skills and interests, so they can start paving their own career path.

Additionally, Supervisors should engage in a developmental needs discussion with each of their employees in conjunction with the annual performance plan to develop a solid career action plan that includes achievable goals and necessary training. By coaching employees on their career options and opportunities, you can give them the confidence to make informed decisions about their own career development.